

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047521

Date Posted: 02/25/13

POSITION NO: 242038

Closing Date: 03/08/13

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R58A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Administrative Assistant, performs a variety of office support work of moderate difficulty performing a full range of clerical assignments. Screens calls, routes calls, and take messages; greets and directs visitors as appropriate; responds to routine questions from the public; provides public with program information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; maintains electronic and/or hard copy administration files; Submits monthly reports of vehicle reports to Fleet Management; responsible for preparation and deposit of lost badge fees; composes, types, and edits correspondence using a computerized system; prepares photocopies and facsimiles; prepares documents such as purchase orders, supply requisitions, ICRs, and other routine administrative office documents within established limits and procedures; monitors, orders, and maintains office supplies, inventory, and equipment; arranges meetings and conferences; schedules appointments and interviews; assists the enforcement department in issuing Vendor and Visitor badges as appropriate; may provide clerical assistant to Enforcement, Surveillance, and Slot Compliance Staff on site; will run errands and deliver mail on a regular basis to the main NGRO office and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office or related experience, or an equivalent combination of education, training, and experience which provides the capabilities to performs the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of a variety of computer software, word processing, database, and spreadsheet applications; skill in preparing correspondence using standard computer software; skill in operating office equipment; ability to type a minimum of 45 word per minute (WPM).

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and/or the State of New Mexico and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license. Must be able to obtain Navajo Nation driver's permit. Must be able to obtain a New Mexico Public Notary, ***preferred***.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99